

**RECORD OF PROCEEDINGS FOR THE
COLORADO RIVER FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
APRIL 14, 2020
STATION 41, 1850 RAILROAD AVENUE, RIFLE, CO 81650**

The regular scheduled meeting, which was conducted via an audio/video platform accessible to the public, was called to order by Chairperson Lambert at 6:30 pm. The Pledge of Allegiance was said, and a moment of silence was given.

ROLL CALL:

Board Members Present:

Alan Lambert, President/Chairperson
Matt Weisbrod, Vice President
Paige Haderlie, Treasurer
Addy Marantino, Secretary
Levy Burris, Director

Others Present:

Randy Callahan, Fire Chief
Leif Sackett, Operations Division Chief
Orrin Moon, Prevention Division Chief
John Gredig, IT Director
P.J. Tillman, Administrative Director
Scott Van Slyke, EMS Battalion Chief
Zach Pigati, Wildland Division Chief
Dino Ross, Legal Counsel for the District

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA:

Fire Chief Callahan stated that Resolution No. 2020-04-01 to execute the 2020 Garfield County Federal Mineral Lease Joint Grant has been added as a New Business/Action Item.

CONSENT AGENDA:

Minutes of March 10, 2020 Regular District Board meeting
Minutes of March 24, 2020 Special District Board meeting
Prior Month Financial Reports
Prior Month Accounts Payable Reports

Vice President Weisbrod made a motion to approve the consent agenda items. Director Burris seconded the motion. The motion passed unanimously.

PUBLIC COMMENT:

None

LEGAL COUNSEL UPDATE:

Attorney Ross stated that legal counsel has provided Chief Staff with legal advice on County Emergency Management issues relating to the COVID-19 emergency. Attorney Ross stated that there are no legislative updates at this time, as the Colorado Legislature is recessed until May 18, 2020. Attorney Ross stated that he has been attending weekly teleconferences hosted by the Colorado State Fire Chiefs to discuss COVID-19-related issues.

FIRE CHIEF REPORT:

Fire Chief Callahan stated that in his report he has three new business items in addition to the fourth new business action item mentioned earlier in the meeting. The old business items consist of a May 2020 Election update and an Amended Resolution establishing an electronic Board meeting policy.

Fire Chief Callahan stated that the District has experienced another member resignation this month. The crews have been responding to COVID-19-related calls and he is pleased with the actions that are being taken.

Fire Chief Callahan stated that the District and the County Fire Chiefs have created rotational 48-hour incident action plans for COVID-19 responses. The County Fire Chiefs and the District have created a Continuity of Operations Plan (COOP) to uniformly address COVID-19-related calls.

Treasurer Haderlie asked Fire Chief Callahan if he could disclose the amount of COVID-19-related calls the District has taken.

Fire Chief Callahan stated that so far the amount of COVID-19-related calls have been low.

Fire Chief Callahan stated that about three weeks ago, the crews were running more COVID-19-related calls; however, this week those types of calls have dropped.

Operations Division Chief Sackett stated that the District communicates with the Garfield County Communications Center (Dispatch) on possible incoming COVID-19 calls. Operations Division Chief Sackett stated that the last COVID-19 call came early this month.

Operations Division Chief Sackett stated that the crews are continuously working on COVID-19-related questions when interacting with patients on EMS calls.

Fire Chief Callahan stated that the pattern discussed during the Colorado State Fire Chiefs teleconference on Monday is relatively standard across the state.

Secretary Marantino asked if the District is receiving test results of the patients that potentially contracted the COVID-19 virus.

Operations Division Chief Sackett stated that Valley View Hospital provided the District the test results of one patient who was transported early in March. Operations Division Chief Sackett stated that EMS Battalion Chief Van Slyke can provide additional comments because he has been on other COVID-19 calls.

EMS Battalion Chief Van Slyke stated that the hospitals have a system to test patients and notify the District on test results of COVID-19. The District has great communication with the hospitals.

Secretary Marantino stated that she was pleased to hear that.

IT Director Gredig stated that Public Health notifies Dispatch on addresses that may have COVID-19. That information is then shared to the crews if called to an address that may have patients with COVID-19.

NEW BUSINESS/ACTION ITEM REQUESTS:

a. Fire Chief/Operations: Review and Consider Stryker Maintenance Contract

Fire Chief Callahan stated that this is an annual contract that the District has had for years with Stryker. While the annual amount of the contract is within the Fire Chief's authority to approve, because it is for a four-year term Chief Staff wanted to be transparent with the information contained in the maintenance contract.

Operations Division Chief Sackett stated that the District contracts with Stryker Medical-Physio on defibrillation and Lucas compression devices. Operations Division Chief Sackett stated that Stryker Medical-Physio visits the District and conducts an annual inspection on specific apparatus. Operations Division Chief Sackett stated that the action item is presented to show what the contract entails, and the cost associated.

Attorney Ross noted that he wanted to make sure the Board is aware that he has not reviewed the contract. It appears the same form of contract has been used for years, so it probably was in place before his firm began reviewing most contracts

for the District. The District does not necessarily have to have legal counsel review it, but he wanted to make sure the Board did not assume he had reviewed it.

President Lambert asked if this contract is normal and typically done in the past.

Operations Division Chief Sackett confirmed and stated there was some inflation adjustment included but, aside from that, it is standard.

Director Burriss asked if there is a TABOR non-appropriation provision included in the contract.

Attorney Ross stated that he has not reviewed the contract and does not know at this time if there is a non-appropriation provision.

Director Burriss stated that he is concerned because he read the contract and did not come across a non-appropriation provision. Director Burriss stated that he did not want to approve the contract without legal reviewing and editing the contract as needed.

Vice President Weisbrod stated that he also noted the contract did not contain a non-appropriation provision.

Director Burriss asked what the timeline was for approving or amending the contract.

Operations Division Chief Sackett stated that the contract timeline is May 31, 2020. He stated that this contract has been signed in the past; it is just a renewal of the contract.

Vice President Weisbrod asked if the District has done four-year terms in the past or if this contract has been an annual term before.

Operations Division Chief Sackett stated that to his knowledge, these contracts have always been a four-year term.

Secretary Marantino asked if there were any cost savings to approving a four-year term compared to an annual-termed contract.

Operations Division Chief Sackett stated that although he does not have the numbers available now, he knows that it is more costly to have Stryker do annual maintenance than contracting under a four-year term. Director Burriss made a motion to table the Stryker Maintenance Contract for the Board meeting in May

2020. Vice President Weisbrod seconded the motion. The motion passed unanimously.

b. Fire Chief/Operations/Administration: Review and Consider CPS HR Consulting Lieutenant and Battalion Chief Promotional Testing Processes

Fire Chief Callahan stated that Chief Staff has been working diligently with CPS HR on a hiring and promotional process. Fire Chief Callahan stated that Chief Staff has worked on a temporary Lieutenant and Engineer promotional process and Chief Staff is ready to work on permanent promotional processes.

Fire Chief Callahan stated that, for the Engineer promotional process, Chief Staff intends to conduct it internally with CPS HR's overview. For the Lieutenant and Battalion Chief promotional processes, Chief Staff would like to have CPS HR conduct a validated test. This is to address any HR issues from the past and for the future.

Fire Chief Callahan stated that the process is over the \$10,000.00 spending limit. Fire Chief Callahan explained that the quote is \$17,225.00 for CPS HR to establish a validated assessment center and conduct two promotional processes.

Fire Chief Callahan stated that there were some cost savings to having two promotional processes occurring at the same time, which is why Chief Staff is presenting this to the Board. Fire Chief Callahan stated that, from this experience, the District will create and implement a promotional process for the future.

Fire Chief Callahan stated that Chief Staff is asking for Board approval to proceed with the quote from CPS HR as CPS HR has established other HR foundations for the District and the District has a contract with CPS HR.

Fire Chief Callahan stated that as the District expands, it is standard practice to have an outside source help validate the promotional process and create credibility. Fire Chief Callahan stated that it helps take away any biases, ensuring a more professional process for the District.

Fire Chief Callahan stated that the Engineer process is going to be conducted internally because it is not a supervisory position. However, the Lieutenant and Battalion Chief processes include supervisory roles, and as such, should have professional input.

Vice President Weisbrod asked if the process resembles previous assessments where the District reviews a list and hires based on that established list.

Fire Chief Callahan confirmed that would be the process. Fire Chief Callahan stated that the District hires CPS HR for guidance and decisions are made by Chief Staff.

Vice President Weisbrod asked how long the list will last.

Fire Chief Callahan stated that it is common for the promotional list to last a year. Fire Chief Callahan stated that, with the size of the District, he can foresee the District exhausting the list within a year's time.

Director Burriss asked how long the District plans on utilizing CPS HR to build out the promotional processes.

Fire Chief Callahan stated that in respect to the size of the District, he does not know if the District will conduct such assessments throughout the years, but he believes that undergoing the process once can allow Chief Staff to familiarize itself with the process and its costs to determine what needs to be done in the future. In addition, Fire Chief Callahan stated that working with CPS HR will allow professional development for Chief Staff to implement in the years to come, especially if processes are done internally. The intent is to avoid HR issues currently and in the future.

President Lambert stated that there were some HR issues in the past. President Lambert stated that he is in favor of a validated promotional process that avoids HR problems.

Director Burriss stated that he is in favor of this process but also wanted to know when the District plans on ceasing assessment centers from CPS HR.

Fire Chief Callahan stated that this is a one-time contract Chief Staff is proposing. After the experience, Chief Staff will know whether this should be proposed again in the future.

Fire Chief Callahan stated that the testing components includes proprietary matters; however, Chief Staff should be able to learn how to professionally and legally conduct the process.

Secretary Marantino made a motion to approve the contract with CPS HR to conduct Lieutenant and Battalion Chief promotional testing processes. Vice President Weisbrod seconded the motion. The motion passed unanimously.

c. Fire Chief/Prevention: Review and Consider Request for Donation of Self-Contained Brush Unit

Fire Chief Callahan stated that Prevention Division Chief Moon has been working with the Colorado Division of Parks and Wildlife (CDPW). The CDPW is interested in the District's self-contained brush fire unit.

Prevention Division Chief Moon stated that he was contacted last summer on this matter, as there are several self-contained brush fire units that are sitting at the City Shop. He stated that the District donated a green truck and a brush unit to the City of Rifle as a partial payment to utilize the City Shop years ago.

Prevention Division Chief Moon stated that the District has several self-contained brush fire units that are not utilized and can be sent to the dump or donated, as the resale value is not promising due to their age.

Prevention Division Chief Moon stated that the Burning Mountains Fire Protection District donated a self-contained brush unit to the CDPW several years ago and it is used on one of their properties. The CDPW is interested in utilizing another unit on their other property.

Prevention Division Chief Moon stated that donating the self-contained brush unit is a good way to recycle old equipment to other state agencies.

Director Burris made a motion to authorize Chief Staff to donate the self-contained brush unit to the Colorado Division of Parks and Wildlife. Secretary Marantino seconded the motion. The motion passed unanimously.

d. Fire Chief/Operations: Review and Consider 2020 GCFMLG Resolution to Execute Joint Grant (Resolution No. 2020-04-01)

Fire Chief Callahan stated that despite COVID-19, the mill levy, and workloads, Chief Staff has applied for a joint, 70/30 Garfield County Federal Mineral Lease grant for the replacement of two SCBA compressors.

Operations Division Chief Sackett stated that the District's share is \$28,680.00 out of the total of \$92,680.00 for two new SCBA compressors. He stated that he received confirmation of the award yesterday.

Operations Division Chief Sackett stated Chief Staff is asking the Board to adopt a Resolution to execute the joint grant.

Operations Division Chief Sackett stated that the Resolution requires signature of the Board President along with another Director's signature to attest the Resolution.

Secretary Marantino stated that she can sign the Resolution tomorrow.

Secretary Marantino made a motion to approve the 2020 GCFMLG Resolution to Execute Joint Grant (Resolution No. 2020-04-01). Director Burris seconded the motion. The motion passed unanimously.

OLD BUSINESS/ACTION ITEM REQUESTS:

a. Fire Chief/Administration: May 2020 Election update

Fire Chief Callahan stated that the Board packet contains a summary of the work done for the May 2020 election. He stated that Administrative Director Tillman is running the election and is doing a great job. Fire Chief Callahan stated that he has learned from this process. Fire Chief Callahan stated that the summary lists the accomplishments and upcoming deadlines.

Administrative Director Tillman stated that Tanya Mundy from Ireland Stapleton has helped her with inquiries in a timely and professional manner. Administrative Director Tillman stated that the election process is going as expected and that the District has received two UOCAVA ballots today.

Fire Chief Callahan commended Administrative Director Tillman's determination, especially with the substantial workload already in place and the unexpected issues related to COVID-19.

President Lambert stated that there are District citizens that disapprove of the mill levy proposal due to the dilemmas of COVID-19. However, President Lambert noted that the election process started before the setbacks of COVID-19 and could not be stopped during this time.

Fire Chief Callahan stated that the District is receiving both support and questions relating to the election and COVID-19. He stated that it is an important community question to ask in terms of the service levels requested.

Treasurer Haderlie asked if there are any discussions within the legal community regarding the financial setbacks of COVID-19.

Attorney Ross stated that it is too early to have accurate figures, but projections are underway regarding the cost impacts of COVID-19 to the emergency services agencies.

Fire Chief Callahan stated that this has been a team effort by Chief Staff.

President Lambert stated that he is glad to know there is great teamwork involved in this process.

President Lambert stated that, at the next meeting, the Board will have to elect Board officers for the next two years and hopes it can be done in-person.

b. Fire Chief/Administration: Review and Consider Amended Resolution Establishing Electronic Board Meeting Policy During COVID-19 Pandemic (Resolution No. 2020-04-01)

Fire Chief Callahan stated that the proposed Amended Resolution allows the District to utilize dynamic conference call numbers in the event of conference call overloads.

Administrative Director Tillman stated that the correct resolution number is Resolution No. 2020-04-02.

Director Burris made a motion to approve Resolution No. 2020-04-02, an amended resolution establishing an electronic Board meeting policy during the COVID-19 pandemic. Vice President Weisbrod seconded the motion. The motion passed unanimously.

DIVISION INFORMATIONAL MEMORANDUM:

Operations Division Chief Sackett:

Operations Division Chief Sackett stated the District received the EMS grant last year and should have two gurneys installed this month. Despite the limitations of COVID-19, the District should be able to have the gurneys installed and the grant should be completed by May 2020.

Wildland/Training Division Chief Pigati:

President Lambert asked what the projections are for the summer and for the wildland season.

Wildland/Training Division Chief Pigati stated that the District is in a pre-green-up phase, which gets active and is reflective of the calls.

Wildland/Training Division Chief Pigati stated that the drying phase will last into May, June, and July, with July turning towards a wet monsoon climate.

Wildland/Training Division Chief Pigati stated that from Parachute west and south, there are predictions of drought climate. Aside from that, Colorado should experience normal climates compared to last year.

President Lambert asked how COVID-19 has challenged the wildland division.

Wildland/Training Division Chief Pigati stated that training videos have been implemented. Items have been pushed back right now but will be addressed in the future.

Treasurer Haderlie stated that the Governor is discussing implementing a ban on open flames for the remainder of the year.

Wildland/Training Division Chief Pigati stated that BLM and the National Forest may issue a stage I burn restriction as well. The restrictions do not necessarily reflect the fuel moistures in Colorado. Wildland/Training Division Chief Pigati stated that available resources are crucial to combating wildfires.

Wildland/Training Division Chief Pigati stated that if there is an outbreak of COVID-19 in wildland camps, that could drastically affect the wildland season.

Attorney Ross stated that the Colorado State Fire Chiefs sent a multi-agency request to the Governor to issue an order for a state-wide fire ban. The Governor has asked his staff research allowing counties to determine whether they need to issue fire burn bans to address resource concerns.

Wildland/Training Division Chief Pigati stated that Garfield County intends to enter stage I burn restrictions starting tomorrow at noon. The County will typically follow the direction of BLM and the National Forest.

EMS Battalion Chief Van Slyke:

EMS Battalion Chief Van Slyke stated that Paramedic Crystal Peters completed paramedic school and has been able to be complete her FTO phases and task books. She is now a paramedic with the District.

EMS Battalion Chief Van Slyke stated that EMT Mike Glen completed EMT courses last semester as well as his phase three and recently completed his task books. He is now an EMT with the District.

EMS Battalion Chief Van Slyke congratulated Crystal Peters and Mike Glen for their accomplishments.

Prevention Division Chief Moon:

Prevention Division Chief Moon stated that the County issued a burn restriction that will take effect at midnight. The County Fire Marshals and Fire Chiefs clarified definitions and proposed a light burn restriction to best mitigate resources during the COVID-19 pandemic. In addition, Prevention Division Chief Moon stated that this in compliance with the order made by the Colorado Division of

Public Health and Environment, which negated open burning since the smoke may make it more difficult for those affected with the COVID-19 virus.

Prevention Division Chief Moon briefly discussed the birthday brigades that started in Silt and have since brought great feedback from the other communities. Prevention Division Chief Moon thanked Community Risk Reduction Specialist Pina, the crews, and the assistance from the Sherriff's Office for coordinating the birthday brigades.

President Lambert stated that he participated in a birthday brigade today and had a wonderful experience.

President Lambert asked Prevention Division Chief Moon how the inspections were going at the new E Dene Moore Care Center in Rifle, Colorado.

Prevention Division Chief Moon stated that he has performed two sprinkler inspections so far. He expects to perform more inspections in the following weeks.

Vice President Weisbrod asked Prevention Division Chief Moon if he has seen a reduction in building permits as the economy continues to slow down.

Prevention Division Chief Moon stated that he has more projects now than at this time last year. Most are large scale projects rather than the typical occurrence of new occupancies in older buildings.

IT Director Gredig:

IT Director Gredig briefly reviewed his report. The Board had no questions for IT Director Gredig.

Administrative Director Tillman:

Administrative Director Tillman stated that the ballots are currently being mailed. She has been collaborating with the District's auditors for the audit of the District's 2019 financial statements.

President Lambert thanked Administrative Tillman for conducting the election internally as it has saved the District a substantial amount of funds.

GOOD NEWS & DEPARTMENT ACCOMPLISHMENTS:

Fire Chief Callahan stated that there were some thank you cards, along with a copy of a news article posted by the Post Independent. Fire Chief Callahan stated that there is a trend of more positive publicity than before.

Administrative Director Tillman stated the District has also made national news on a post made on maintaining masks.

BOARD MEMBER COMMENTS:

Vice President Weisbrod stated that he is pleased to hear of the actions and progress made by the District during the COVID-19 pandemic. He thanked the District for the entertainment in his community during the recent gas leak incident.

President Lambert thanked Vice President Weisbrod for his teaching lessons during the COVID-19 pandemic.

Treasurer Haderlie stated that the birthday brigade in her community two days ago was a great surprise. She noted that during this uneasy time of unemployment, she is very pleased with the commitment of the District's communities in combating the COVID-19 pandemic.

Secretary Marantino stated that she is pleased to see the progress made by the District, including the hiring processes and conducting an election on top of addressing the issues of the pandemic.

Director Burris agreed with the comments of the Board members. Director Burris stated that while being on some of the calls with the first responders, he is very thankful for their ongoing commitment.

President Lambert thanked the District for making the election happen and for addressing COVID-19 issues. President Lambert stated that the pandemic is a new phenomenon to all generations and the future will remember how the District addressed it. He thanked everyone for working together and making the meeting happen.

ADJOURNMENT:

There being no other business to come before the Board, the meeting adjourned at 7:44 pm.

APPROVAL:

The foregoing Minutes, which has been approved by the affirmative majority vote of the Board of Directors of the Colorado River Fire Protection District, is a true and accurate record of the meeting held on the date state above.

Date: 5/12/2020



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